**Crop Protection Canada Connectivity (CPCC)**

**Project Design Phase Kick-off Meeting**

**October 9-11, 2013**

 **Meeting Location:**

Monsanto Company

900 One Research Rd

Winnipeg, MB R3T 6E3

Phone:  (204) 985-1000 (for directions)

**Date/Time:**

Wednesday, October 9th – starting at 1 pm ending at 5:00 pm

Thursday, October 10th – 8:30 – 5:00 pm

Friday, October 11th – 8:30 – noon pm (please do not book departure flights any earlier than 3:00 pm)

**Dress:**

Business Casual

**Hotel Information – all need to arrange their own reservations:**

There is a Sheraton Four Points very close to Monsanto’s offices

2935 Pembina Highway • Winnipeg, MB R3T 2H5 • Canada

 Phone: (204) 275-7711 • Fax: (204) 269-0364

<http://deals.fourpoints.com/Four-Points-Winnipeg-South-Hotel-3086/so.htm?PS=PS_aa_SelectService_GoogleBMM_sheraton_four_points_winnipeg_112310_NAD_FM>

**What is the Kick-off Meeting?**

It is the very first meeting of those companies that have committed to participate in a collaborative connectivity project. The following are the objectives of the Design Phase Kick-off Meeting:

* Members understand the project & what is expected (foundation)
* Members understand what is a collaborative team & how we’ll operate
* Team members meet “in person” to get to know team members better
* Start the process for the Phase 1 Design Review

**Who should attend?**

All companies that will be participating in the CPCC project should attend the 2-full days meeting (spit across 3 days). Within each company the following are the types of people that should attend:

* Business Leads :
	+ Represents their company on the Business/Technical (B/T) team
	+ Coordinates internal organizational changes (if necessary)
	+ Accountable for business issues resolution
	+ Responsible for communications internally within their company
	+ Responsible for the updates to Project
	+ Internal Coordinator during implementation
* Technical Leads:
	+ Responsible for solutions delivery
	+ Assures that project objectives are met, and benefits are measured.
	+ Accountable for technical issue resolution
	+ Responsible for project schedule compliance during implementation

**Kick-off Meeting prep work:** Important to complete prior to coming to kick-off meeting

Please discuss internally the following items so that you can provide input to the meeting:

* What is your current high level business process (high level steps/tasks) with your trading partners for order to invoice process? We do not want you to disclose any proprietary information on this, so please keep at a high level. It’s good if you have a business process flow map – if not, hopefully those attending know what that business process is within your company.
* Identify the data elements that you currently send (if a manufacturer) or receive (if a distributor or retailer) for an order and order response that you absolutely MUST have for your business system? Please bring a list with you.
* Do you have any fears, concerns or constraints that you currently have regarding the project (such as any system upgrades; times your systems may be locked down; vacation scheduled for critical people on the project; etc)? Be prepared to share/discuss, if not in a group, please email to Marilyn Hunter (marilyn.hunter@aggateway.org )
* Come prepared with the information above and bring an open mind and heart to collaborate.

If you have any questions, please contact Marilyn Hunter - +1 916-429-0509 (office) **or +1 916-833-5593 (cell).**

**Directions from Hotel to Monsanto Offices** (5-7 minutes):

* Start out going South on Pembina Hwy/Rte-42 S
* Make a U-turn onto Pembina Hwy / Rte 42 N
* Turn Right on Chancellor Matheson Rd.
* Turn slight right onto Research Rd.

**Parking at Monsanto:**